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Position #: (NUNC).... (E)
Developed by:....TEP; AR
Reviewed by:.....RHL; LK
Approved by:.....OK; AMC
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Vice President, Financial Strategy & Planning
DIVISION: Administration and Finance (Budget & Financial Planning)
REPORTS TO: Vice President, Administration & Finance, and Provost and Vice President for Academic Affairs
GRADE: 20
SUPERVISES: Professional, technical, and clerical support staff

BASIC FUNCTION:

Serve as a key partner in strategic decision making by providing budget, financial analysis, projections, modeling, and data analytics services to University leadership. Implement and maintain a ten-year dynamic forecasting model for the University to enable leadership to test the likely effects of various strategic decisions on the financials of the University. Prepare the University's budget for presentation to University leadership, the Board of Trustees, and the executive and legislative branches of state government. Develop in-house allocation of the annual budget to each division, college, and department in accordance with leadership directives. Monitor revenues and expenditures and provide periodic projections of year-end financial status to leadership. Provide analytic support to leadership in optimizing revenue, managing costs, evaluating new programs, and maximizing efficiencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as project owner and manager, working closely with leadership, to design and implement budget models for the University that incentivize increased enrollment, non-traditional revenue growth, and interdisciplinary cooperation among the colleges of the University.

Implement and maintain a ten-year multivariate dynamic forecasting model for the University to enable leadership to test the likely effects of potential strategic decisions on the financials of the University and to provide essential input into the allocation of resources.

Lead the creation of a culture of WISA (What If Scenario Analysis) modeling throughout the University.

Advise leadership on the financial effects of strategic decisions under consideration.

Support leadership in the preparation of testimony and presentations concerning the financial standing and budget proposals of the University to the Board of Trustees, the executive and legislative branches of state government, and rating agencies.

Organize and execute the University's annual budgeting cycle in accordance with leadership directives and emphases.

Guide the development of highly complex annual budget(s), including specialized

financial analysis and modeling, and present to leadership for review and approval. Analyze college and departmental expenditures and revenues for cost-effectiveness and present findings to leadership and to the respective college and department heads.

Provide studies, financial analysis, and data to leadership, the Board of Trustees, the executive and legislative branches of state government, and to others as required or directed by leadership.

Create financial analyses such as analysis of long-range operating projections and capital plans, contribution margin analysis, and unit/activity benchmarking studies as required.

Identify and provide closure on technical financial issues, accounting/budget system issues, budget department or college issues, and University budget issues.

Oversee the professional staff who partner with colleges and divisions to serve as a key resource in strategic financial operational planning at the departmental, college, and division level, noting significant trends, changes, or variations and their effect on current and proposed work programs and projects; compile and prepare data for use by leadership.

Provide effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment.

Ensure financial compliance with University policies and procedures and applicable legal rules and regulations.

Lead University finance leadership in the development of financial processes, policies, and procedures.

OTHER DUTIES AND RESPONSIBILITIES:

Oversee the formulation of the institutional budget in such areas as the assessment of validity assumptions, appraisal of work plan projections, evaluation of the adequacy of justification, and forecasting of requirements.

Oversee budget systems and identification of budget modifications. Maintain financial control over budgetary allotments of divisions, colleges, and departments within the University.

Provide budget presentations, with recommendations, to leadership.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, graphics, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in a relevant field or equivalent experience; Minimum ten years of progressive experience in management and administration, with five of those years in financial management that includes budgeting, planning, financial modeling, and control techniques; Demonstrated experience with complex financial modeling; Demonstrated experience in change management, as it pertains to budgeting and institutional financial planning; Demonstrated ability to identify and solve customer service problems; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated ability using complex automated financial systems; Demonstrated experience in higher education financial management; and Direct experience with Responsibility Center Management budgeting, including implementation.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.